

RFTOP #116

TITLE: NEI Strategic Plan

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

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B. PROPOSED PERIOD OF PERFORMANCE: February 1, 2003 - September 30, 2004

C. PRICING METHOD: CPFF

D. PROPOSAL INSTRUCTIONS: Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

E. RESPONSE DUE DATE: ASAP

F. TASK DESCRIPTION:

LOGISTICAL AND PUBLICATIONS SUPPORT FOR THE NATIONAL EYE INSTITUTE'S STRATEGIC PLAN

Background

For more than 20 years, the National Eye Institute (NEI) and the National Advisory Eye Council (NAEC), through its Vision Research Program Planning Subcommittee, have attempted to conscientiously meet their stewardship responsibilities through a comprehensive planning process. This process has resulted in the development and publication of a series of strategic plans that address the most pressing visual health needs of the Nation. These plans have been developed in partnership with the full Council, NEI staff, and numerous members of the vision research community, and with supporters in countless scientific, voluntary, and philanthropic organizations throughout the country. This plan will be the seventh in the series that dates back to the publication of Vision Research Program Planning in 1975.

Statement of Work

The purpose of this task order is to provide logistics support for program planning panel meetings held to develop the new NEI strategic plan, and to provide editorial and publication support to print and post the strategic plan on the NEI website.

At least one meeting (1 day) will be held in March or April for each of the following panels: retinal diseases, corneal diseases, lens and cataract, glaucoma, SAVP (Strabismus, Amblyopia, and Visual Processing), and visual impairment and its rehabilitation. The approximate size of these meetings will range from as few as 10 participants to as many as 15 participants. It is possible that one or two additional meetings may be held to deal with topics that may arise during the deliberations of the individual panels.

Specifically, the contractor support should include:

1. Making arrangements for an appropriate conference facility, preferably at EPN or the NIH campus, or off-campus, for a 1-day meeting. Provide information on nearby facilities or establishments for meals.
1. Providing logistical support during each meeting by providing advance meeting information material, preparing nametags, updating participant lists, making arrangements for transportation to the airport, taking incoming telephone messages, and providing honoraria and reimbursement for all travel and per diem expenses allowed in accordance with the appropriate government travel regulations.
2. Arranging lodging and transportation for participants in accordance with government travel regulations.
3. Providing invoices for various expenses, including honoraria, per diem, travel, etc., for review and approval by the Project Officer so as to have an accurate record of the contract costs.
4. Preparing, reproducing, and distributing by mail prior to the meeting date, and/or at the meeting all advance materials designated by the task leader, including itineraries, appropriate travel guide materials, and background materials.
5. Providing a meeting facilitator to assist the task leader designee and sufficient staff to support meeting activities, including messenger service, registration, audiovisual projection, and other conference support deemed necessary.
6. Providing necessary amplification systems, blackboards and chalk, pointers, projectors, screens, easels and boards, as specified. Providing meeting supplies, such as nametags, signage, nameplates, and other identifiers, note pads and pencils, etc.
7. Providing scientific and copy editing and formatting services for all panel reports and preparing the complete report in desktop publishing format. Providing design and layout consultation services for printing of the final report, preparing the final report in camera-ready (or electronic) copy, and arranging for printing of the final report from the camera ready copy. Providing conversion of the final document into HTML and PDF formats. It is estimated that the report will consist of approximately 30 pages. Printed copies will be approximately 500.
8. Maintaining expense logs, enabling the Project Officer to have an accurate record of contract costs.
9. Preparing monthly financial reports to show expenditures and balance of funds. Any items over or under budget shall be discussed with the Project Officer. Prepare and submit to the Project officer, within 10 working days following the conclusion of the final meeting, a report listing: meeting title, dates, place, a brief description of the substance of the meeting, a copy of the materials furnished to participants, and a list of participants. Accompanying this should be a detailed description of all services provided and problems experienced. Additionally, within 10 working days following printing or completion of the camera ready copy if contractor furnished printing is not required, prepare a final report of the preparation of the final document for printing, including scientific and editing costs by chapter, costs for formatting into desktop publishing format, design costs, costs for preparation of camera ready copy and/or final printing, and costs for conversion to HTML format optimized for Microsoft Internet Explorer.

Deliverables

1. Work plan and schedule of meetings.
2. Logistical arrangements, i.e., audiovisual equipment, lodging and travel arrangements for designated participants.
3. Provision and processing of honoraria, travel, lodging, and per diem expenses.
4. Onsite logistics support, including registration, meeting management, audiovisual support.
5. Preparation and assembly of pre-meeting, meeting, and post-meeting materials, agendas, name badges, registration information, and other background materials.
6. Copy editing of draft panel reports and final strategic plan; layout, design, and publication (print and website) support.
7. Monthly financial reports and a final report.

H. EVALUATION FACTORS

- **RELATED EXPERIENCE:** Contractor must show directly related experience with the Vision Research Plan and NEI.
- **STAFFING:** Qualifications of personnel and their ability to perform the work will be evaluated.
- **COST:** While price is not the most important evaluation factor, proposed prices will be considered when selecting the firm that represents the best value to the Government.